

9 August 1954

MEMORANDUM FOR: Executive Director, Special Study Group  
THRU: Chief, Planning and Program Coordination Staff  
SUBJECT: Responsibilities and Functions  
REFERENCE: Memo to Deputy Director (Plans) from Special Study Group, dated 27 July 1954

25X1C4e 1. Attached hereto are functional statements for the Administrative Staff, DD/P, and its sub-divisions. Attention is invited to the fact that the statement of responsibilities and functions for the [REDACTED] Division is a draft proposal which has not yet been approved by the Deputy Director (Plans). This draft has been completely coordinated within the Clandestine Services and has been referred to the Chief of Operations for approval.

2. The number of personnel utilized directly on or by my staff is shown below:

Staff Employees

Authorized  
Physically assigned  
Vacancies

25X1A1a

Staff Agents

Covert Consultants

Consultants to Commercial Division  
Board of Directors  
Board of Directors [REDACTED]

25X1C4b

3. This staff does not conduct covert operations.

25X1A9a

Chief of Administration, DD/P

5 Encls.

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